2010 Traffic Management Office (TMO), Passenger Travel Office (PTO) Workshop

You Can’t Come, You Can’t Go Without TMO

ADMIN NOTES

- Cell phones
- Break
- Refreshments
- Email a copy of the slides
- Questions

AGENDA

A. Defense Travel System (DTS)
B. Emergency Leave Travel
C. Dependent Student Travel
D. Temporary Additional Duty (TAD) Travel
E. Premium-Class Seats/Tickets
F. Classification of Tickets
G. Traveling with Weapons
H. Training and Education Command (TECOM) Orders
I. Ticketing
J. Permanent Change of Station (PCS) Travel/Port call
K. Circuitous Travel
L. Designated Place
M. In-Place Consecutive Overseas Tour (IPCOT) Travel
N. Consecutive Overseas Tour (COT) Travel
O. Air Mobility Command (AMC) Travel
P. Pet Travel

THE FOLLOWING WILL BE DISCUSSED DURING THE PTO WORKSHOP:

- Regulations that govern prudent Traffic Management - (Joint Federal Travel Regulation (JFTR), Joint Travel Regulation (JTR), Defense Travel Regulation (DTR), Marine Corps Orders (MCO), Local Business Rules (MCBJO 4650.1 and MARADMIN'S.

- Additional information that will assist the Travelers and Administrative Offices.

EMERGENCY LEAVE

- Ref: JFTR U7205/JTR C7375
- Emergency leave will be handled as soon as possible, normally within 24 hours of receipt of the request/orders.
- Members ***stationed on Okinawa*** are entitled to only airfare accommodations to the nearest Port of Entry in CONUS (Seattle, WA) or an alternate destination at the same or less cost and return.
- Members ***TAD to Okinawa*** (UDP) are entitled to only airfare accommodations back to their PDS from their TAD site or an alternate destination at the same or less cost and return.

EMERGENCY LEAVE (contd)

- Members traveling on emergency leave in ***conjunction with PCS*** orders are entitled to travel, not to exceed the cost to their next duty station.

- ***Non-Foreign OCONUS areas:*** The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions; ***there is no cost limit.***

- Members traveling to an emergency leave location ***OCONUS*** are entitled to roundtrip transportation to that location with HQMC approval.

EMERGENCY LEAVE (contd)

- Reservations will be made outside of DTS with an Advance Booking Request (ABR).

- All Emergency Leave requests will be processed utilizing the ***Centrally Billed Account (CBA),*** regardless if the DoD traveler is a GTCC holder.

EMERGENCY LEAVE (contd)

- For After Hour Services contact the PTO duty at 090-6861-7350.
- EMERGENCY LEAVE TRAVEL ONLY

STUDENT TRAVEL

- Ref: JFTR 5260/C5120
- Entitled to only ***one*** round trip ***per fiscal year*** from the school to sponsor PDS and back to the school.
  - Family member must be single.
  - Family member must be under 23 years of age.
  - Family member must be attending an accredited University or College in the United States.
- Trips cannot be ***carried over*** from one fiscal year to another.
- ***Orders and Travel*** are processed in DTS.

PREMIUM-CLASS TRAVEL POLICY

- Ref: JFTR U3125
- Premium-Class travel is defined as any other travel higher than economy class travel (i.e. Business or First-Class).
- Delegation of approval authority for Premium-Class travel for the Marine Corps is the Assistant Commandant of the Marine Corps (ACMC) IAW MARADMIN 476/04.

PREMIUM-CLASS SEAT REQUEST DOCUMENTATION

- The Following Must Be Annotated on the request:
- Name, Rank, and Office Symbol Of Approving Official.
- JFTR Appendix H, Part 2A, provide a copy of the form to justify Premium-Class travel for the upgrading to Premium-Class.

PREMIUM-CLASS TRAVEL POLICY

- Ref: JFTR U3125

- Local Business Rules (MCBJO 4650.1) allow only a maximum ceiling of $200.00 for upgradeable tickets by TMO.

- If the price of the upgradeable ticket is $200.00 or more than the non-upgradeable ticket, approval to purchase the higher price ticket must be obtained from the traveler's command.

Upgradeable Fares

- Member may request a upgradeable seat via DTS in the remarks block to the Commercial Travel Office (CTO).
- The traveler must directly contact the carrier to utilize frequent traveler benefits.

GROUP TRAVEL

- 10 or more Travelers.
- Orders are processed in DTS.
- Travel is processed outside of DTS.
- *Contact PTO for Detail Guidance.*

TRANSPORTATION OF WEAPONS

- Ref: MCBJO 4601.1

- The traveler must include comments to CTO with the weapons serial numbers, type of weapons, dimension of weapons cases, weight of weapons cases, and total weight of the weapons.

- Commercial airlines require a hard shell container with a key lock.

TRANSPORTATION OF WEAPONS (contd)

- The member must fax/email their orders and itinerary to the Japanese Liaison at the Camp Foster PMO at least seven (7) calendar days prior to departure.

- PMO POC is Mr. Ota at 645-2238/2259.

TECOM ORDERS/ TICKETING

- Must be approved by a TECOM AO.
- Activate your GTCC – 10 Business days.
- TAD Ticketing – 3 Business days.
- Emergency Leave – Once Approved.

DTS REQUESTS

Requests must be submit to CTO

No Less Than

15 BUSINESS DAYS

From Date You *Want* To Travel.

TICKET REFUNDS

- Contact PTO for Partial/Full.
- GTCC or *CBA.*
- Refund takes 30-60 days.
- Refund Process.

COMMON ISSUES

- Excess Baggage
- Request “Stuck” at CTO Submit
- Stuck More than 72 hours contact DTS helpdesk.

BREAK
10 Minutes

PCS TRAVEL/PORT CALL

- Required Documents
  - Orders.
  - DD 884 (if required, for family members).
  - Any endorsement to orders.
  - Flight Itinerary (Circuitous travel).
  - Port Call Request.

CIRCUITOUS TRAVEL

- Definition
- Procedures
- Entitlement

DEFINITIONS OF CIRCUITOUS TRAVEL

- Ref: JFTR, Appendix A

- Circuitous Travel is defined as travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved.

PROCEDURES

- The request for Circuitous Travel should be determined during the counseling session with IPAC, when the member submit their Transfer Data Sheet (TDS).

PROCEDURES (contd)

- If authorized by the order writing activity, the member must procure their own transportation using personal funds. No GSA city pair fares or any gov't contracted fares can be used.
- For destinations to CONUS or U.S. territories, the flight arrangements must be via a U.S. Flag Carrier (i.e., United, Delta, or Northwest Airlines).

ENTITLEMENTS FOR CIRCUITOUS TRAVEL

- The entitlements for “Circuitous Travel” may be found in the DTR, Chapter 102, paragraph K, and the JFTR, Chapter 5, paragraph U5116E.

In-Place Consecutive Overseas Tour (IPCOT) and Consecutive Overseas Tour (COT)

- Ref: JFTR U7200/ MARADMIN 259/99
- IPCOT is a prescribed tour following the completion of an initial OCONUS tour that a member agrees to serve at the same PDS.
- COT means a member has been given another overseas tour of duty when he/she departs Okinawa.
- The authorized location for IPCOT/COT travel entitlement is to the member's home of record (HOR) or any place that does not exceed the HOR cost.

OVERSEAS EXTENSION INCENTIVE

- Entitlements are a round trip ticket to the Nearest Port of Entry.

DESIGNATED PLACE

- Pickup Family members and household goods
  - Place where the sponsor's dependents were last relocated at government expense.
  - Entitlement: authorized transportation to the designated place to assist his/her dependents with relocating to the new duty station.
- POV pickup: (IF STORED AT GOV'T EXPENSE)
  - PTO will provide transportation for the member and dependents to the location specified in the members orders.

AMC TRAVEL

- Baggage Requirement.
- Check-in Procedures.
- TSA Guidelines for Carry-on Items.
- Flight Schedule.
- Pet Shipment.
- Common Issues.

BAGGAGE REQUIREMENTS

- Passengers are authorized two pieces of checked luggage, each piece cannot exceed 70 LBS. (AMC WEIGHS EVERY BAG).
- Members are also authorized one carry-on bag not to exceed 45 linear inches or exceed 40 LBS (22”H, 14”L, 9”W).
- Laptops, diaper bags, and briefcases are not counted against carry-on requirement. Carry-on items must meet the new TSA policy.
- If passengers possess more than two pieces of checked luggage or weighs more than 70 lbs, the passenger will be charged $110.00 for each additional piece.

CHECK-IN PROCEDURES

- Early check-in times begins at 1200-2100 the day prior to the flight, passengers will be briefed on show-time once they have checked-in.

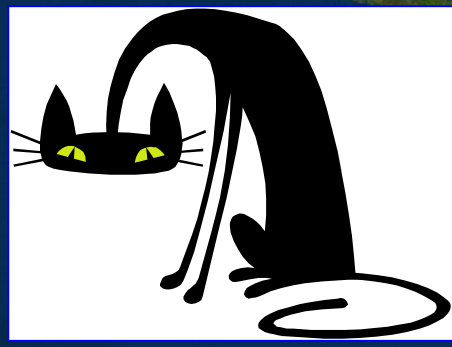
- Check-in time on the day of the flight begins at 0630. All passengers must be checked-in NLT 1100 on the day of their flight, or risk being removed from the flight.

TSA Guidelines for Carry-on Items

- **Carry-On Allowance**
  You may take 3-ounce container or smaller that fit in one, quart-size, clear plastic, zip-top bag (see an example at right). The bag must be completely closed/sealed and must be submitted for inspection separately from other carry-on baggage.

PET SHIPMENTS via AMC

- Basic pet information.
- Cost associated with pet movement via AMC.
- Two pets of same species.
- Waivers:
  - Pets in the cabin.
  - More than two pets.



PET SHIPMENTS via AMC (contd)

- Basic Pet Information:
  - PET MOVEMENT IS NOT AN ENTITLEMENT.
  - PETS ARE DEFINED AS A “DOG OR CAT”.
  - THIS PRIVILEGE IS ONLY EXTENDED TO MEMBERS IN PCS STATUS.
- Cost Associated with Pet Shipments:
  - Pet and container weighing 1-70 lbs. is $110.00. Pet and container weighing 71-140 lbs. is $220.00. Pet and container that are within 141-150 lbs. is $330.00.
  - Pets over 150 lbs. are not authorized.
- Two Pets In Same Cage:
  - Two pets of the same species may be shipped in one container providing that the combined weight does not exceed the 70 lbs. Limitation; (Pets must be able to stand up, turn around, and lie down with normal posture and body movements, pets must be able to get alone with each other). Member will only be charged the price of one pet.

PET WAIVERS ON AMC

- **In-Cabin Waivers:**
  - Kennels must be hard shell and no larger than 20L X 16W X 8H. Pets must be able to stand up, turn around, and lie down with normal posture and body movements. No soft-sided kennels will be accepted. If extra space is available in the cargo hold area, the carrier representative at the port has the authority to move some or all of the cabin pets into the cargo area.
- **More than two pets per family:**
  - Waivers may be submitted for additional pet spaces. The Marine Liaison will forward the request to the AMC Headquarters for approval. All waivers will be processed on a first-come, first-served basis. Waivers cannot be processed until 15 days prior to members departure date. With documentation of the number of pets a member transported to Okinawa, the member will be able to transport the same number of pets returning to CONUS.

PET SHIPMENTS VIA COMMERCIAL AIRLINES

- Costs vary. Pet owners/commercial airlines passengers should contact the commercial airlines after pet space confirmation has been provided.
  - Commercial Airlines telephone numbers:

ANA	0120-02-9333	JAL	0120-25-5971
UNITED	0120-11-4466	NORTHWEST	0120-12-0747
DELTA	0120-33-3742	CONTINENTAL	0120-24-2414

- PET EMBARGO:
  - During the periods of 15 May thru 15 September the airlines usually declare a pet embargo if outside temperature reaches 85 degrees or more during these period of time; Short Nose pets will not be accepted by the airlines.

DOCUMENTATION FOR PETS

- Required Documentation:
  - Rabies Vaccination Certificate, (DD Form 2208)
  - Health Certificate, (DD Form 2209)
  - Travel Orders
  - Need the original documents, and five (5) copies of each document
- Additional documents:
  - Military I.D. Card
  - Flight Itinerary
- POC Information:
  - Kadena Veterinary Clinic 634-0181
  - Animal Quarantine Service 857-4468

http://www.usarj.army.mil/organization/vet/c_trans.htm.

COMMON ISSUES WITH AMC TRAVEL

- Missing or expired I.D. cards.
- Expired passports.
- All required changes to flights due to order modifications, legal hold, or other circumstances should be submitted to the PTO immediately by the IPAC to allow for cancellation of flights and release of available seats.
- Late check-ins, member will be sent back to their command for resubmission for another flight date.
- Plaques in carry-on luggage cannot contain any replicas of Weapons, K-Bar, Brass, or M-16.

COMMON ISSUES WITH PCS

- Short Notice Portcalls:
  - IAW MCO 4650.30K any portcall request submitted less than 45 days prior to detachment date is considered a short notice port call.
- Cancellations:
  - Flight cancellations should be submitted to the PTO NLT three (3) business days prior to the confirmed flight date.
- Point of contact:
  - Advise the member not to contact the PTO directly to request flight information. Members must contact their IPAC Representative for all information concerning their flight.
- Changes:
  - All required changes to flights should be submitted to the PTO immediately by the IPAC to allow for cancellation of flights and release of available seats.

COMMON ISSUES (contd)

- Last minute receipt of orders.
- Incorrect funding, no dollar amount, cost codes, and SDN.
- No authorization for commercial or AMC travel.
- No destination on orders, (*classified* is not a destination*)*.

PTO OFFICES

- Camp Foster 645-3899
- Camp Courtney 622-7561
- Marine Liaison/PTO Duty 090-6861-7350

FOR EMERGENCY LEAVE ONLY

QUESTIONS
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